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TAB B

1. Program:

A program is an outline of proposed action for the attainment of a general objective. It contains sufficient description of objectives, means, support requirements, and sensitivity, to permit its evaluation and approval as a charter for individual project planning.

2. Project:

A project is a detailed outline proposing a specific operational undertaking designed to assist in the accomplishment of a previously approved program. It describes in detail the specific objectives, the means to be employed, the support requirements, and appraises the sensitivity, risk and likelihood of success.

3. Budget Estimate Approval:

Insofar as projects are concerned, approval of a budget estimate is only an authoritative endorsement of the proposed magnitude of operations and the distribution of Agency effort implied in the area and activity estimates. Approval of an estimate does not constitute authorization for implementation of projects nor expenditure of funds therefor without subjecting them to other established Agency procedures.

4. Program approval:

Approval of a program is not only an endorsement of the proposals contained therein, but constitutes a directive to office staffs to carry out detailed project planning. Program approval constitutes approval to use funds for exploratory purposes in the development of proposed projects only when specifically provided in the program approval. Program approval is not approval to obligate and expend funds in the implementation of the proposed project unless such is specifically set forth at the time of program approval.

5. Project approval:

Final project approval is contingent upon subjection of detailed completed project plans to all administrative and control procedures prescribed in Agency Regulations. When final approval is given it constitutes approval to obligate and expend allocated funds for the implementation of the project concerned, and is a directive to carry out the detailed activity specified in the approved project plan.

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